

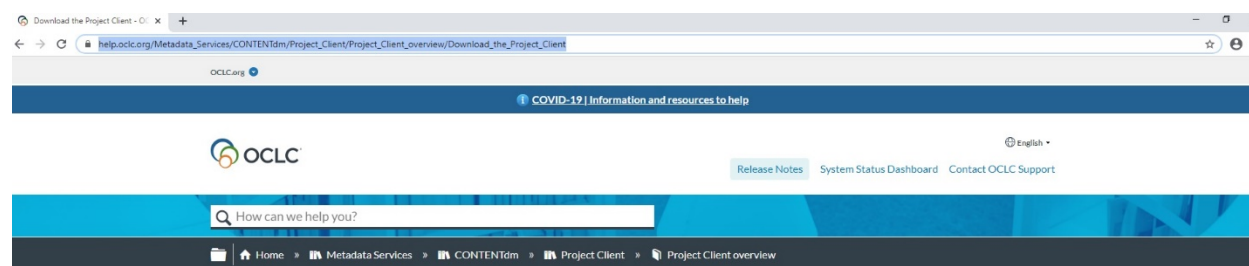
Getting started with the ContentDM project client: Part 2: installing the software

ContentDM is the software underpinning the Alaska's Digital Archives website. While technically web-browser based administrative interface can be used to add items, it's very complicated, only allows you to do one item at a time, and mostly, it's just not going to be worth your while to try. And it helps to be very familiar with the Project Client way of doing things before trying the admin interface. If you do want to try it, instructions for that will be posted later.

If you've gone through all the steps in Part 1, you're ready to go.

All set? Here's the website for the download:

https://help.oclc.org/Metadata_Services/CONTENTdm/Project_Client/Project_Client_overview/Download_the_Project_Client



Download the Project Client

Last updated: Aug 7, 2020

Find instructions to download the CONTENTdm Project Client.

The Project Client is a Windows desktop application. The system requirements are:

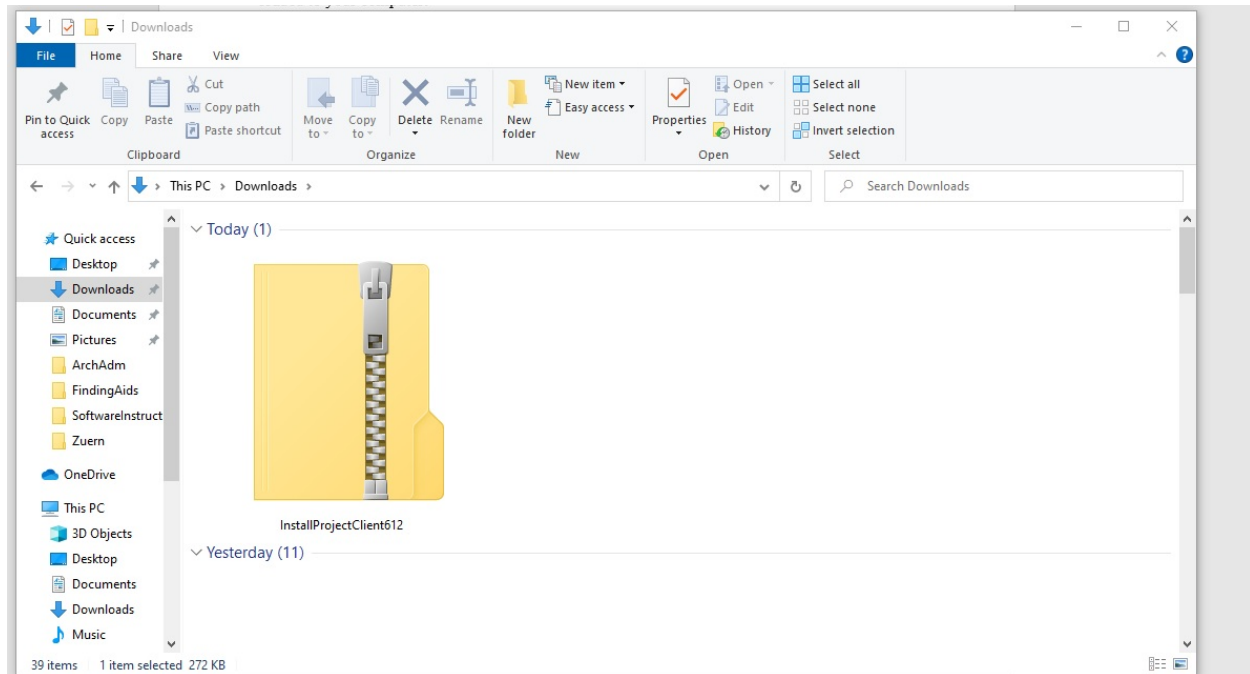
- Windows 7, 8, 8.1, or 10.
- 4 GB RAM minimum is recommended.
- 2 GB of available hard-disk space for installation.

Download and install Project Client

1. Save the zip file below to your computer:
 - [InstallProjectClient612.zip](#) (270MB)
2. Unzip the file and run the .exe file to install.
3. The installer may ask you to install the Microsoft .NET framework if you don't already have it on your computer. If so, follow instructions to install the .NET framework version 3.5. Contact your system administrator if you need permission.
4. Continue to Customer Information page. You can find the **Serial Number** by logging into CONTENTdm Administration, and use the **License code** field in the **about** tab.
 - See [Access CONTENTdm Administration](#) and [About your site](#) for additional information.

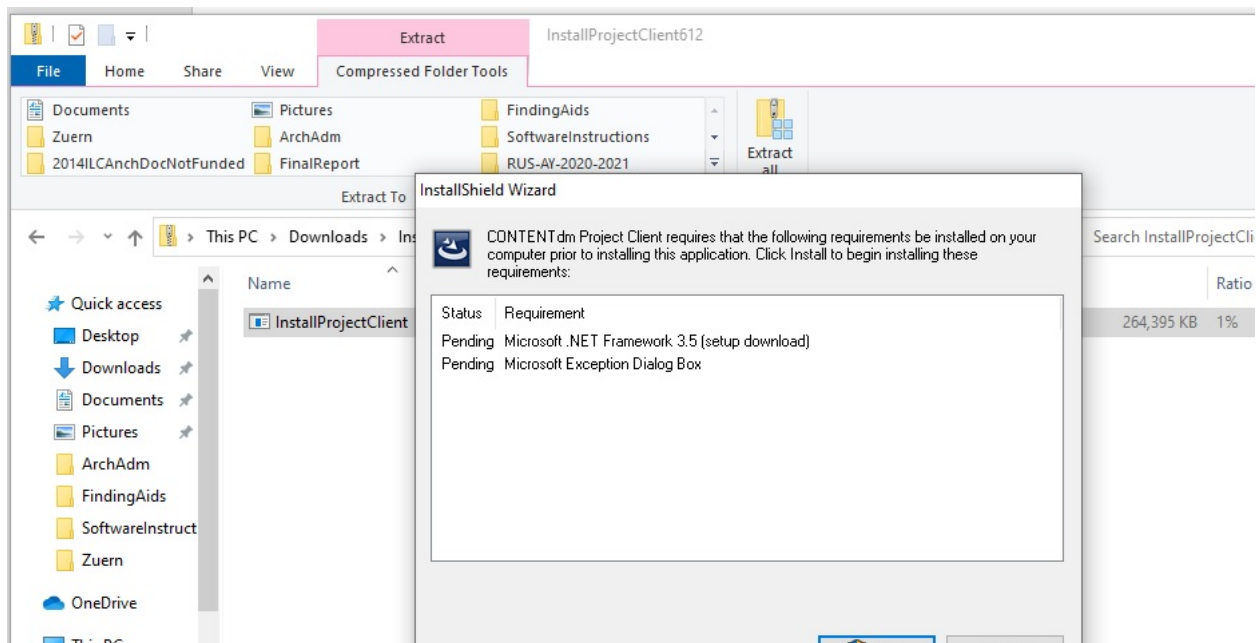
Click on the download link for the zip file. Depending on your internet speed, this may take a while. Using the university's internet, which is usually pretty speedy, it took about 7 minutes.

Once it's downloaded, go to your downloads file on your computer.

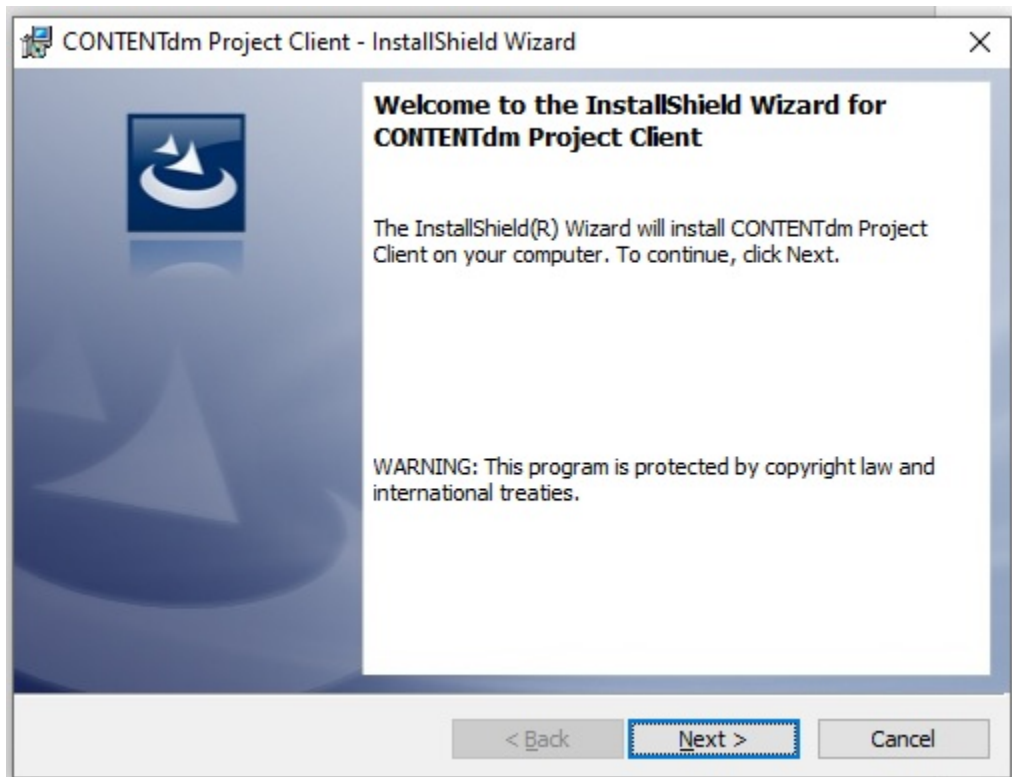


Double-click on the folder, and you should see a file that is called InstallProjectClient. Double-click on that.

You'll probably get a message that looks like this:



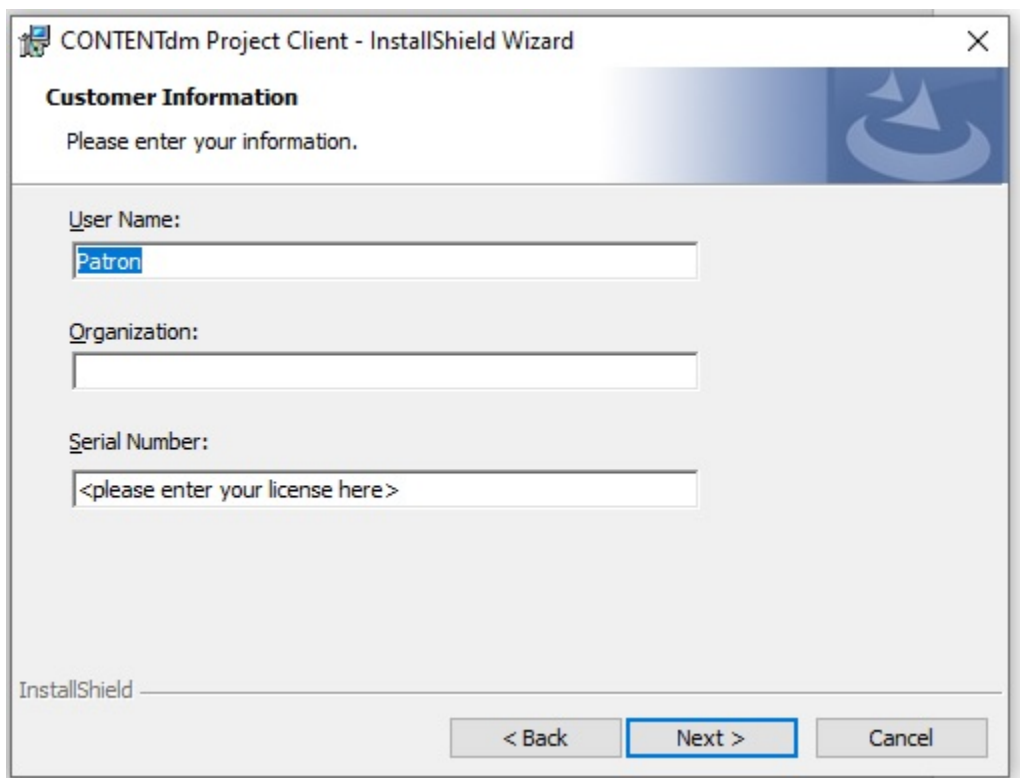
Go ahead and click in the Install button. This will install some little pieces of Microsoft software that need to be in place before the project client can be installed. You might have to type in your administrator log-in and password and click on a few “accept” buttons to get this done. This may also force you to re-boot your computer to finish the installation. It took about 7 minutes to get that step completed. It may give you another notification about the Exception Dialog box, click Install, and it should go though that and go straight to the Project Client installation wizard.



Click on Next at the bottom of that window. You will get a window with the end user agreement.

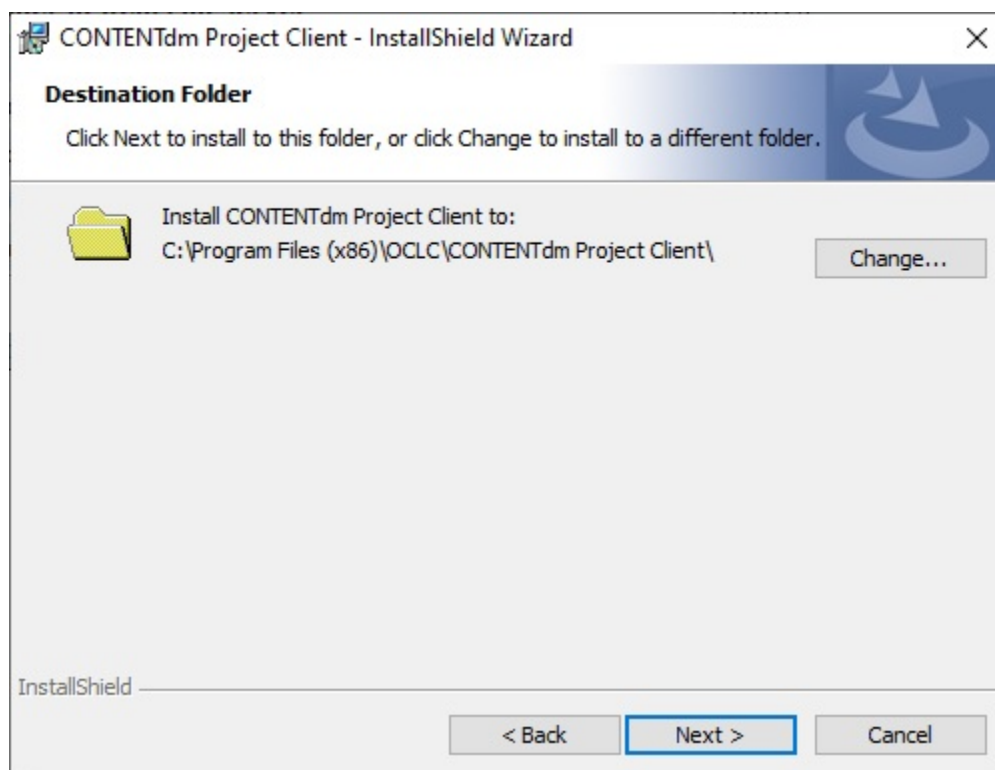


It defaults to “I do not accept” so you you’ll need to click on the “I accept the terms in the license agreement” to proceed. The next window looks like this:

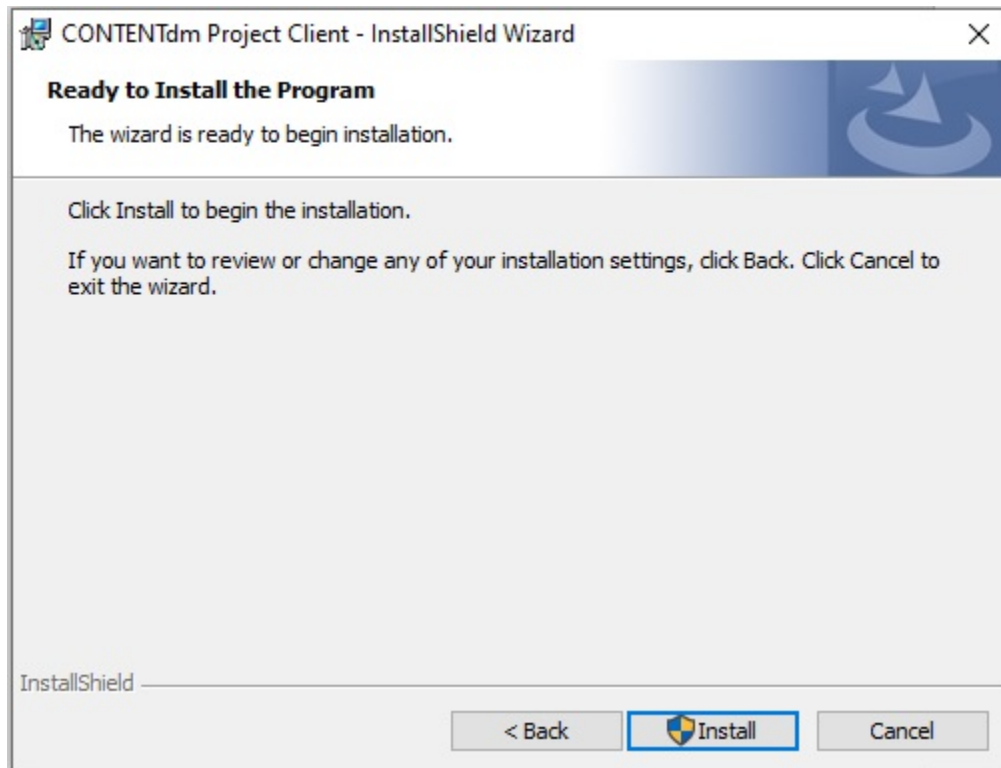


I don't think the first two fields matter, though I tend to put my institution or my name in the first one, and Alaska's Digital Archives in the second. The third field is the one that matters. The serial number for the Alaska's Digital Archives subscription is available through the Project Manager. You will need to get that number in order to continue the installation. You can get that from the Digital Archives project manager: just send an email to the project email address: ak-digital-archives@alaska.edu with your name, institution, and a good contact phone number.

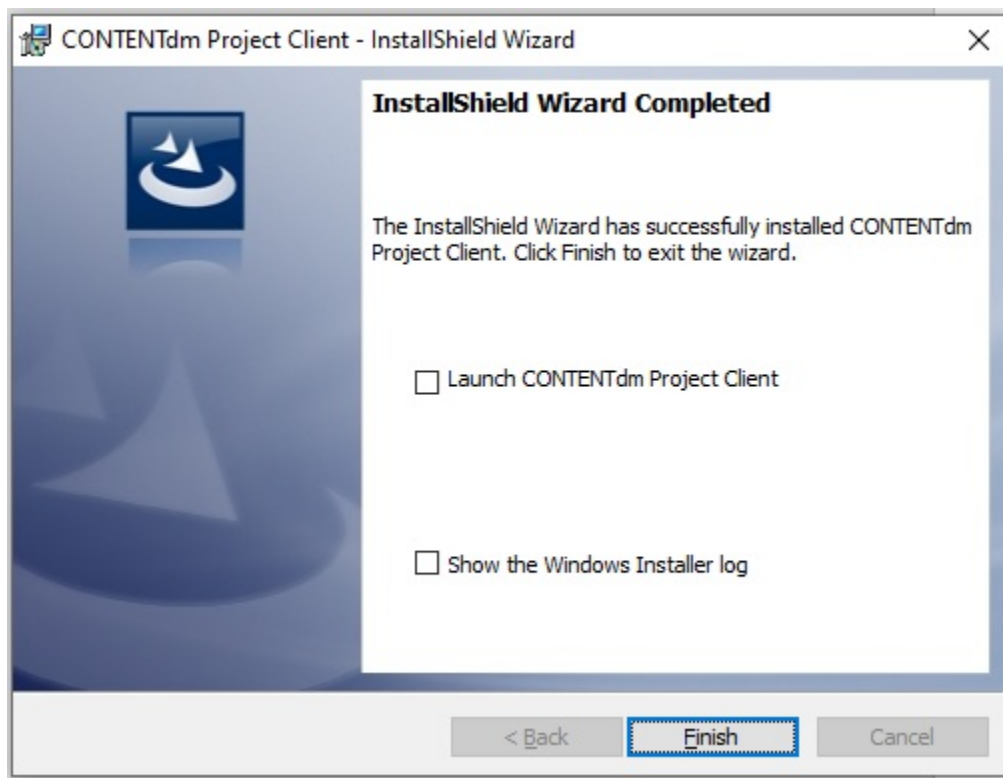
Once that serial number is entered, you'll be taken to a window with the option for where you want the software to live. Accept that location on your computer or designate a new one, whichever you prefer to do.



The next window will give you one last chance to go back and revise any of the options you've chosen or to exit before the installation starts.

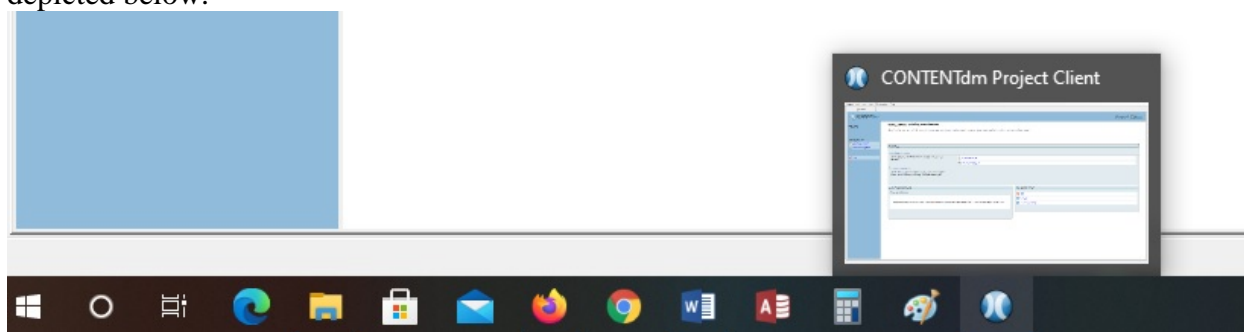


Windows will ask you again if you want to allow the application to make changes to your machine, you'll need to approve that. This part of the install seems to go pretty quickly, and you'll get a pop-up notification that your installation is completed and you're given the option to go ahead and open the software application or not.



Choose one of these if you want, and click Finish. ContentDM is now loaded to your machine.

If you haven't chosen to open up the application, you might want to create an icon for it on your desktop or toolbar. If you go to your Windows menu, you can just type in ContentDM and it will appear. If you're going to use it a lot, you might want it on your toolbar. In that case, open it up, and once the icon appears on your toolbar, right-click the icon, and choose Pin to taskbar. The icon looks like some sort of blue and white baseball, maybe? See the far right icon on the taskbar depicted below.



Once all this is done: you're ready for Part 3: Creating a project.